Utah eReport

Instructions

Method 2 - eReportRemote -- .Net Application (For Medium Sized Operators with few in-house Information Services resources)

NOTE: Before using this .Net program, you will need to confirm that the Microsoft .Net Framework is installed on your computer. The .Net Framework comes integrated with newer versions of Windows XP. You can check this by clicking on "My Computer" then on "Add or Remove Programs" and then checking the resulting program list for "Microsoft .NET Framework x.x". The .Net Framework is available from Microsoft at no charge at: **http://msdn.microsoft.com/netframework/downloads/framework1_1/**

Download and Setup...

1. Once you have received notification that your registration has been approved (see "Getting Started" above), log back into the system.
2. Click on "Download eReportRemote.NET.
3. Click on "Download eReportRemote.NET now" to save the setup program file (eReportUTSetup.exe) to your computer (approximately 2.4 mb). Save the file to a "Temp" folder or some other place where you can find it again.
4. Once the setup file has been downloaded to your computer, click on "Logoff eReport" to exit the system.
5. Locate the eReportRemote.NET file (eReportUTSetup.exe) that you downloaded in step 3 and double-click on it. This will start the file extraction process to retrieve all of the setup files (you may need to refresh your screen to see the additional files).
6. Double-click on the "Setup.exe" file to begin the setup process. The program will walk you through the simple process. If successful, the program, by default, will be loaded to "C:\Program Files\GWPC\ eReportUT\".
7. Locate the "eReportUT.exe" file in this folder and create a shortcut for your desktop.

Using the Application...

1. Double-click on your shortcut to open the Utah eReportRemote.NET program.
2. Click on the "Login to eReport Server" button and enter your user login information established in the "Getting Started" section above. Click on the "Login" button.
3. In the "Step 2, Enter Selection Criteria" area, click on the "dropdown" box, locate your company, and click on it. Do the same for "Report Month" and "Report Year".
4. Click on the "Retrieve Dataset" button to download your well data from the Division of Oil, Gas and Mining database.
5. Click on the "Production", "Disposition", or "Enhanced Recovery" tabs at the top of the screen. Your company information should be visible. Enter the appropriate data.
6. Once your report data has been entered, go back to the "Web Services" screen by clicking on the "eReport Server" tab. Make sure the correct check boxes are selected for the reports you will be submitting (i.e., "Disposition/Production" and/or "Enhanced Recovery")
7. Click on the "Save Dataset" button to save the report file to your computer. NOTE: This step can be performed any time after you download your company

data (step 4). Once the file is saved to your computer, you can work on your report at your leisure without being logged in to the internet. You can save your data and then re-open the file later by clicking on the "Open Dataset" button.

8. To submit your data, click on the "Submit Dataset" button.
-- If your report passes a series of built-in validation checks, your report will be submitted to the Utah Division of Oil, Gas and Mining. -- If your report fails the built-in validation checks, a list of problems will be shown. Go back to your reports, make the necessary corrections, and then resubmit them by again clicking on the "Submit Dataset" button. Call (801) 538-5331 or (801) 538-5275 for assistance.

9. Once your report has been accepted, you may exit the program by clicking on the red "X" in the upper right-hand corner.